

# MAIL CODE ADDRESS/CHANGE FORM

**INSTRUCTIONS:** Change – for new or updated phone number, fax number, contact name, and mailtype flags only. Please indicate existing mailcode.  
Corrections – for keypunch correction only (example: misspelling and transposition). Please indicate existing mailcode.  
Add – new address information.

TAX IDENTIFICATION NUMBER (TIN)		NAME (or Legal Business Name)	
FEIN	SSN		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Change  <input type="checkbox"/> Correction  <input type="checkbox"/> Add	EXISTING MAIL CODE _____		
	Attn – 1: _____		Phone: (    ) _____
	Attn – 2: _____		Fax:     (    ) _____
	Street or P.O. Box: _____		
	City: _____		State: _____ Zip : _____ - _____
	Contact Name: _____	Mail Type	<input type="checkbox"/> Business <input type="checkbox"/> Bid <input type="checkbox"/> Remittance <input type="checkbox"/> Purchase Order
<input type="checkbox"/> Change  <input type="checkbox"/> Correction  <input type="checkbox"/> Add	EXISTING MAIL CODE _____		
	Attn – 1: _____		Phone: (    ) _____
	Attn – 2: _____		Fax:     (    ) _____
	Street or P.O. Box: _____		
	City: _____		State: _____ Zip : _____ - _____
	Contact Name: _____	Mail Type:	<input type="checkbox"/> Business <input type="checkbox"/> Bid <input type="checkbox"/> Remittance <input type="checkbox"/> Purchase Order

Requestor Signature (Required): \_\_\_\_\_

Date:

Authorized Signature (Required): \_\_\_\_\_

Date:

Department (Required):

Telephone:

**\*ANY QUESTIONS, PLEASE CALL IN LANSING AT (517) 373-4111\***

**\*OR TOLL FREE AT 1-888-734-9749\***

**Return completed form to:**

Department of Management and Budget

Office of Financial Management

Romney Building, 7<sup>th</sup> Floor

Lansing, Michigan 48909

Fax (517) 373-6458

FOR AGENCY USE ONLY  
NOT FOR USE BY  
VENDORS OR PAYEES  
Form A-2215